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GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
DIVISION OF SPECIAL EDUCATION
7TH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0380

LANA C. SEIVERS, Ed.D.
COMMISSIONER

MEMORANDUM

TO: Special Education Supervisors

FROM: Terry Long, Division of Special Education, Director of Data Services

SUBJECT: End of Year Report (2006-2007) and February, 2007 Court Report for Districts **Using EasyIEP or EasyCENSUS**

DATE: April 16, 2007

It's nearing the end of the school year once again, which means it is time to prepare and submit the End of Year Report and the February Court Report. The End of Year Report should be provided in accordance with your approved Comprehensive Plan for Providing Special Education Services for 2006-2007. This report includes the activities carried out with IDEA Part B funds and Preschool Grant funds. The information in parentheses after each report section listed below indicates how the report is to be completed – that is, by either manually completing the attached form or generating the report from the Report tab in EasyIEP or EasyCENSUS.

The following are required for the February Report Court Report:

- A. Certification of Services (EasyIEP)
- B. List of Inappropriately Served Children with Disabilities (EasyIEP)
- C. Certification, Persons Suspected of Being Disabled (**COMPLETE ATTACHED FORM**)

The following tables are required for the End of Year Report:

Table 1 – End of Year Frequency Report (EasyIEP)

Table 2 – Personnel Employed (EasyIEP)

~~Table 3 – Child Find 3 – 21 Years, Early Childhood Transition & Preschool Service Delivery~~ (**TABLE 3 has been deleted from this report packet – Early Childhood Transition data will be compiled by the State – See note on page 8 of this packet**)

Table 4 – Report of Children with Disabilities Ages 14-21 Exiting Report (EasyIEP)

Table 5 - Discipline Report (EasyIEP)

Table 6 – Staff Development Activities, Parent Involvement, and Surrogate Parent Training (**COMPLETE ATTACHED FORM**)

The following tables are required for the End of Year Report: (continued)

Table 7 – End of the Year Report for Gifted (**COMPLETE ATTACHED FORM**)

What to Send: One signed paper copy of the entire End of Year Report (Tables 1-7) and the February Court Report.

Where to Send: **(A) MAIL THE SIGNED PAPER COPY TO:**
Terry Long, Director of Data Services
Tennessee Department of Education
Division of Special Education
Andrew Johnson Tower, 7th Floor
710 James Robertson Parkway
Nashville, TN 37243-0380

AND

(B) EMAIL A COPY TO:

jennifer.henry@state.tn.us

When to Send: Mail and email on or before June 30, 2007

For Assistance Call: Questions about reports –
A. Tables 1-2 and 4-6 Terry Long at (615) 532-3262
B. Table 3 (DELETED) – Debbie Cate at (865)594-5691
C. Table 7 – Mike Copas at (615) 253-0046

ATTENTION: Please compare this year's data (06-07) with that of last year's (05-06). If we find a large discrepancy in the data (15-20%), we will contact you for justification. It is very important that your district's completed End of Year Report packet is mailed and emailed to this office by June 30, 2007.

INSTRUCTIONS FOR COMPLETING THE END OF THE YEAR REPORT USING EASYIEP

Step 1: All data must be up to date in EasyIEP prior to running the February Court Report and End of the Year Report. If you have questions regarding what data must be in EasyIEP prior to running any report, please contact Terry Long at (615)532-3262 or terry.long@state.tn.us .

Step 2: Log on to your EasyIEP website. On the Main Menu page, click on the School System tab.

Step 3: Click on the Reports tab. All Federal, State, Local, and Miscellaneous Reports are located under the Reports Tab

The reports are color coded.

RED – Federal Reports

- **Personnel Report (Table 2)**
- **Exited Students Report (Table 4)**
- **Discipline Report (Table 5)**

Report Date:

12/01/2006
6/01/2007
6/01/2007

BLUE – State Reports

- **TN - End of the Year Frequency Report (EOY Table 1)**
- **Status of Service (Court Report)**
- **Inappropriately Served (Court Report)**
- **Students Suspected of Being Disabled (Print this form or use page 5 included in this packet. Must be completed manually)**
- **TN Cover Page (One cover page for the Court Report and one cover page for the End of the Year Report)**

Report Date:

6/01/2007
2/01/2007
2/01/2007

Step 4: Click on the circle next to the report you would like to run.

Step 5: Click on the “Create Report (will be saved for 5 days)” Button located below the Reports List.

Step 6: Enter the appropriate report date.

For the three sections of the February 1 Court Report and for the Personnel Report (Table 2), you must use the report date listed above.

For the TN-End of the Year Frequency Report (EOY state Table 1) you should use the report date suggested above OR the last student instructional day of your primary school district calendar.

For the Exiting Student Report (federal Table 4), (a) enter “2006-2007” in the field labeled **Reporting Year**, (b) enter “July 1, 2006” in the field labeled **Exited After**, and (c) enter “June 30, 2007” in the field labeled **Exited Before**.

For the Discipline Report (federal Table 5), you will receive instructions regarding dates to be used to generate this report as a part of the documentation about this new report from PCG, Inc. Dates must be entered that cover the entire school year.

Step 7: Click Generate Report. The following message will appear after you click Generate Report:

Your report is number 2 in line for generation.

An e-mail will be sent to “**your email address**” when it is complete.

You will find your report in the Saved System Reports section at the bottom of the Reports page when it is completed

To review your report, click on the Report after it appears in the Saved Reports section. Each report should then be printed. ***You must follow these same steps for all Reports except the “Students Suspected of Being Disabled” and the “TN Cover Page”.***
Please see Steps 7-9 for instructions on these to reports.

Note: Once the report is generated, you should permanently save a copy on your computer. To save the report to your hard drive, move your mouse over the file you wish to save and right click the on your mouse. Then click on the option of “Save As” on the menu that appears on your screen. Save the file in the desired folder on your hard drive with the Report name and date you ran the report. (Example: Personnel Report 6-01-2007)

Step 8: Run the **Students Suspected of Being Disabled** report by clicking on the circle next to the report and clicking on the Create Report (will be saved for 5 days) Button under the Reports List as instructed above. Enter the Census Date (6/01/2007) and Due Date (6/30/07), then click Generate Report. Print and manually complete the **Students Suspected of Being Disabled** report.

Step 9: Run the TN Cover Page and enter the date of the Census (6/01/2007) and the Due Date. Then choose the **Federal Data Report** Option and click Generate Report. OR Use the Report Signature pages in this report form packet.

Step 10: Complete Table 6 -- Staff Development Activities, Parent Involvement, and Surrogate Parent Training **AND** Table 7 -- End of the Year Report for Gifted) by entering data for your district on the forms included in this report packet. ***PLEASE NOTE: Table 3 - Child Find 3 – 21 Years, Early Childhood Transition & Preschool Service Delivery Report has been removed from the 2006-07 EOY Report Packet. Districts will not complete a Table 3 for the 2006-07school year.***

Step 11: Mail and email the reports by the Due Date (6/30/07).

FEBRUARY 1, 2007 COURT REPORT
OF
CHILDREN AND YOUTH WITH DISABILITIES

Submit by June 30, 2007

Please return the attached forms to:

**Terry Long
Tennessee Department of Education
Division of Special Education
7th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0380**

I hereby certify that the information provided on the following forms is accurate and represents an unduplicated count of all children youth with disabilities. Documentation is available for review to support this data.

District Name

Director of Schools Signature

Date

District Code #

Date of Census: February 1, 2007
Date Due: June 30, 2007

School District

C. CERTIFICATION

PERSONS SUSPECTED OF BEING DISABLED

For each age please provide an unduplicated count of all persons who have been screened and referred for special education services but have not yet been evaluated.

Age	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
Count																							0

For each age please provide an unduplicated count of all persons who have been evaluated for a disability but have not yet been determined to be eligible for special education services.

Age	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
Count																							0

The above information is accurate and represents an unduplicated count of all persons in this agency who were suspected of being disabled.

END OF THE YEAR DATA REPORT
FOR
CHILDREN AND YOUTH WITH DISABILITIES

Submit by June 30, 2007

Please return the attached forms to:

**Terry Long
Tennessee Department of Education
Division of Special Education
7th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0380**

The information provided is accurate and documentation is available for review to support this data.

District Name

Director's Signature

Date

District Code #

IMPORTANT NOTE:

TABLE 3 - Child Find 3 – 21 Years, Early Childhood Transition and Preschool Service Delivery has been deleted from this report packet for the 2006-2007 school year.

The Early Intervention (Part C) to Pre-school Early Childhood (Part B) Transition data will be compiled by the State by comparing data sent from Tennessee's Early Intervention Data System (TEIDS) with data from EasyIEP/EasyCensus regarding children who have IEPs in place by their third birthday. School districts will review this data for completeness and accuracy before it is reported publicly in the new Special Education section of the 2007 State Report Card (school year 2006-2007) in the fall of 2007.

TABLE 6, SECTION A
REPORT ON STAFF DEVELOPMENT ACTIVITIES AND PARENT INVOLVEMENT

School Year July 1, 2006 – June 30, 2007

INSTRUCTIONS: Include In-Service, Workshops, Conferences, Institutes, or Seminar Events that impact outcomes for special education/at risk students. Include trainings scheduled by regular education or special education departments. Compile data for all schools into one district-level report.

SCHOOL DISTRICT: _____

[illegible]

¹ List one code that best describes the primary content of this training event – SEE NEXT PAGE FOR TCSP AND CPR RELATED CODES.

² Enter the number of parents, special educators, general educators, and paraprofessionals who attended each event. If Other, such as Administrators, please type in.

³ Provide a brief description of results of training in terms of impact on children in the classroom.

CONTENT CODE SHEET FOR TABLE 6, SECTION A

REPORT ON STAFF DEVELOPMENT ACTIVITIES AND PARENT INVOLVEMENT

School Year July 1, 2006 – June 30, 2007

CODE	DESCRIPTOR	Linkage to TCSP (SPP and CPR Indicator #s)
A	Differentiated Instruction	2, 3
B	TCAP <ul style="list-style-type: none"> • Testing Accommodations • Alternate Assessment • Portfolio Assessment 	2, 3
C	Response to Intervention (RTI)	2, 3, 5
D	Discipline <ul style="list-style-type: none"> • Positive Behavior Supports • Function Behavior Assessment • Behavior Intervention Plans 	4
E	General Ed. Classroom Modifications/Accommodations	5
F	Preschool <ul style="list-style-type: none"> • Modifications in Early Childhood Settings (including Kindergarten) • Pre-K Outcomes Measurement • Transition from Part C to Part B Services • Inclusive Practices 	6, 11, 12
G	Disproportionality <ul style="list-style-type: none"> • Overrepresentation • Underrepresentation • Culturally Responsive Screening, Evaluation, and Classroom Practice 	9, 10
H	Gifted Education <ul style="list-style-type: none"> • Gifted Child Find • Culturally Responsive Screening <ul style="list-style-type: none"> ◦ Grade-level Screening ◦ Individual Screening • Culturally Responsive Assessment 	21
I	Secondary Transition <ul style="list-style-type: none"> • Self-determination/Self-advocacy • Transition Planning • Community Based Instruction Programs • Work Based Learning 	13, 14
J	Student Data Management <ul style="list-style-type: none"> • EasyIEP/EasyCENSUS • StarStudent • Education Information System (EIS) 	20
Please use the codes above for all staff development and parent involvement activities you include in this list. In Table 6, Section A, <u>do not report activities</u> that are not represented in Codes A through J above.		

LEA: _____

**EOY TABLE 6, Section B
2006-2007**

OTHER PARENT INVOLVEMENT (not reported in Table 6, Section A)

	Frequency of Contact	Number to Participate/Distribute
Parent Support Groups		
Parent/Professional Committees		
School Improvement Planning Committees		
Transition/Community/Agency Collaboration		
Newsletter		
Other (Specify)		

SURROGATE PARENT TRAINING

Date	Training Topic	# Participating

Please provide the number of Special Education Children and Youth that required surrogate parents during the 2006-07 school - year:

INSTRUCTIONS – TABLE 7

1. Provide data for 2006-2007, beginning with July 1, 2006 and ending with June 30, 2007.
2. Sections B and C report the compilation or total of aggregated data submitted to the LEA on the *Gifted Tracking Log* by each school.

[Please Note]: School systems are now required to provide a copy of the LEA's aggregated *Gifted Tracking Log* with Table 7 Report Forms.

Note: Include in Sections B and C all referrals for gifted assessment that have been completed no later than June 30, 2007 (i.e., assessment and IEP team or general education placement meeting). Referrals that are not completed by June 30, 2007 (including the IEP team or general education placement meeting) will be reported for the 2007-2008 school year.

3. Data in Section D reports the number of students by grade and ethnic classification who are receiving gifted services in Special Education (with an IEP) or in specific programs provided for gifted students within the General Education curriculum.

Note: If students have received gifted services at any time during the school year, include this count in Section E.

System and Reporting Information

Record the following information:

1. **School System** – Name of school system
2. **School Year** – 2006-2007
3. **Person Reporting** – Person completing Table 7
4. **Phone** – Contact number for person completing Table 7
5. **Email** – Contact email for person completing Table 7
- 6a) **TN DOE Approved LEA Plan for Gifted on file** – Check box to indicate Yes or No
- 6b) **Latest Revision / DOE Approval Date** – Record date of last DOE Approved *LEA Plan for Gifted*

Section A—Systematic Grade Level Screening

Note: Section A reports systemwide grade level screening for gifted identification. Section A **does not address eligibility and placement for services**. Eligibility and Placement are addressed in Section C.

System Provides Grade Level Screening at Grade [Check One]

Check box to indicate the grade level at which your system provides grade level screening for gifted identification (i.e., 1st, 2nd, 3rd, or 4th). If box "other" is checked, give a brief description of your system's grade level screening procedure as stated in the latest revision of your *LEA Plan for Gifted* on file with TnDOE.

Grade Level Screening (Student Total)

Report by ethnicity the Total Number of Students provided Systematic Grade Level Screening for Gifted Identification.

Section B—Individual Screening

Column 1: Individual Screening Referral from School Screening Team

Report the Total Number of Students by ethnicity who were *Individually Screened* based on referral of the School Screening Team following review of Grade Level Screening.

Column 2: Individual Screening Referral from Sources other than School Screening Team

Report the Total Number of Students by ethnicity who were *Individually Screened* based on a referral from sources other than the School Screening Team (i.e., parent, teacher, self-referral, or outside agencies).

Section C—Comprehensive Evaluation

Section C reports students who received a Comprehensive Evaluation and services through an IEP or General Education funded programs were initiated in the 2006-2007 school year.

Column 1: Total Students Comprehensive Evaluation

Report by ethnicity and gender the total number of students who received a Comprehensive Evaluation following the procedures described in State Board of Education Rule 0520-1-9-.01 (15 (h) – Intellectually Gifted Standards.

Column 2: Total Students Special Education Standards and IEP

Report by ethnicity and gender the total number of students who were determined to be eligible (i.e., IEP developed) for Special Education services in the 2006-2007 School Year.

Column 3 Total Students LEA Criteria and LEA Gifted Program

Report by ethnicity and gender the total number of students who met district-developed gifted criteria and received services through General Education funded programs in the 2006-2007 School Year.

Section D—Program Delivery Services

Section D reports data for ALL students receiving Gifted Services in the 2006-2007 school year. Include the total child count for all students regardless of the length of time the student has received gifted services (i.e., one day in the 2006-2007 year or multiple years). Student count for Section D **does not include** students enrolled in Advanced Placement or Honors Classes **unless** there is an IEP or General Education Program.

D (1) – Program Delivery Special Education Gifted Services

Report by ethnicity the total number of students who received Gifted Services with an IEP in the 2006-2007 school year. Report students by grade level (kindergarten through 12th grade).

D (2) – Program Delivery General Education Gifted Services

Report by ethnicity the total number of students who received Gifted Services through a General Education Funded Program in the 2006-2007 school year. Report Students by grade level (kindergarten through 12th grade).

END OF YEAR REPORT FOR GIFTED—TABLE 7

Return hard copy of TABLE 7 as a part of the completed End-of-the-Year Report packet for your district by mail to Terry Long, Director of Data Services: Department of Education, Division of Special Education, 7th Floor, 710 James Robertson Pkwy., Nashville, TN 37243-0380. Return electronic copy of TABLE 7 to Jennifer.Henry@state.tn.us
Do not fax TABLE 7. Important data may be cut off by fax machine.

Include in this report all referrals for gifted assessment that have been completed no later than June 30, 2006. Referrals that have not been completed by June 30, 2007 (including the IEP team or school placement meetings) will be reported for the 2007-2008 school year.

System and Reporting Information

1) School System _____ 2) School Year – **2006-2007**

3) Person Reporting _____

4) Phone _____ / _____ / _____ 5) Email _____

6a) Is the TN DOE Approved *LEA Plan for Gifted* on file: ☐ Yes ☐ No

6b) Record the most recent revision / DOE Approval Date ____/____/____

Section A – Systematic Grade Level Screening

- **Section A reports systemwide grade level screening for Gifted Identification.**
- **Section A does not report eligibility and placement for services.**

Note: Systematic Grade Level Screening Procedures are described in the *Intellectually Gifted Manual*, Section 4, beginning with page 8. (Special Education Website: <http://www.state.tn.us/education/speced/seassessment.htm#DISABILITY>)

System provides Grade Level Screening at grade [Check One]: ☐ 1st ☐ 2nd ☐ 3rd, ☐ 4th

☐ Other (Briefly Describe) _____

Note: This section does not report students referred for Individual Screening.

Report by ethnicity the **Total Number of Students** provided **Systematic Grade Level Screening for Gifted Identification** in the 2006-2007 School Year

Systematic Child Find and individual screening are included in **3) Evaluation Procedures** of the Eligibility Standards for Intellectually Gifted. *Grade Level Screening* provides the means for conducting this systematic child find process. Systems must provide a sound justification in writing if there is no data is reported or data is reported as 0 (zero) in Section A.

		Grade Level Screening (Student Total)
Ethnic Populations	White (Not Hispanic)	
	Black (Not Hispanic)	
	Hispanic	
	American Indian or Alaska Native	
	Asian or Pacific Islander	

Sections B and C report all students who have been referred for Individual Screening and Comprehensive Evaluations. Referrals that have not been completed by June 30, 2007 (up to and including the IEP Team or school placement meeting) will be reported for the 2007-2008 school year.

Section B – Individual Screening

Note: Individual Screening Procedures and Comprehensive Evaluation Procedures are described in the *Intellectually Gifted Manual*, Section 4, beginning with page 9, and posted on the Special Education Website at <http://www.state.tn.us/education/speced/seassessment.htm#DISABILITY>

“It is recommended that in determining the pool of candidates for *Individual Screening*, the *School Screening Team* should conduct a comprehensive review of the student’s records including grades, student risk factors, and other available standardized test information.” (*Intellectually Gifted Manual*, p. 8)

Column 1 Report the total number of students by ethnicity who were referred and *Individually Screened* as a result of Systematic Grade Level Screening.

Column 2 Report the number of students by ethnicity who were *Individually Screened* as a result of other referral sources (i.e., parent, teacher, outside agencies).

		Column 1 Individual Screening Referral from School Screening Team	Column 2 Individual Screening Referral from Sources other than School Screening Team
Ethnic Populations	White (Not Hispanic)		
	Black (Not Hispanic)		
	Hispanic		
	American Indian or Alaska Native		
	Asian or Pacific Islander		

Section C – Comprehensive Evaluation

“When a Comprehensive Evaluation is recommended, the parents of the child are sent the *Response to Individual Screening* form. This becomes the referral for a comprehensive evaluation. In addition, the parents are sent the *Informed Consent for Initial Assessment* form, the *Rights of Children with Disabilities* and *Parent Responsibility* brochure, and *Prior Written Notice*. The process of evaluation should follow all guidelines set forth in Tennessee’s **Rules, Regulations, and Minimum Standards** and with the **Individuals with Disabilities Education Act (IDEA – Part B)**.” (*Intellectually Gifted Manual*, p. 10)

Report the number of students by ethnicity and gender who were ***Evaluated and Services for Gifted*** were initiated in the 2006-2007 School Year following guidelines described below:

Column 1 Report by ethnicity and gender the total number of students who received a comprehensive evaluation following procedures described in **State Board of Education** Rule 0520-1-9-.01 (15 (h) – Intellectually Gifted Standards.

Column 2 Report by ethnicity and gender the total number of students who were determined to be eligible (i.e., IEP developed) for Special Education services in the 2006-2007 school year.

Column 3 Report the number of students by ethnicity and gender who met district-developed gifted criteria and services were initiated through General Education funded programs in the 2006-2007 school year.

		Column 1 Total Students Comprehensive Evaluation		Column 2 Total Students Special Education Standards <u>and</u> IEP		Column 3 Total Students LEA Criteria <u>and</u> LEA Gifted Program	
		Male	Female	Male	Female	Male	Female
Ethnic Populations	White (Not Hispanic)						
	Black (Not Hispanic)						
	Hispanic						
	American Indian or Alaska Native						
	Asian or Pacific Islander						

Section D (1)

Program Delivery – Special Education Gifted Services

Report the number of students by ethnicity and grade **Receiving Gifted Services** through **Special Education** (students with an IEP). Include students receiving consultation services in the general education classroom when written into the IEP. **Do not include** students in Advanced Placement or Honors Classes, **unless** the student has an IEP.

		Special Education												
		Grade Level												
		Kg.	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
Ethnic Populations	White (Not Hispanic)													
	Black (Not Hispanic)													
	Hispanic													
	American Indian / Alaska Native													
	Asian / Pacific Islander													

Section D (2)

Program Delivery – General Education Gifted Services

Report the number of students by ethnicity and grade **Receiving Gifted Services** through **General Education** (programs and services funded through General Education). **Do not include** students in Advanced Placement or Honors Classes, **unless** they have been identified as Gifted through the local General Education Guidelines.

		Local Programs Funded through General Education												
		Grade Level												
		Kg.	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
Ethnic Populations	White (Not Hispanic)													
	Black (Not Hispanic)													
	Hispanic													
	American Indian / Alaska Native													
	Asian / Pacific Islander													